



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** April 16, 2025

**To:** Honorable Mayor and City Council Members

**From:** Bill Gallardo, Interim City City Manager;  
C. Jeannie Fortune, Interim Director of Finance and Management Services

**Department:** Finance & Management Services

**Subject:** **Updating Assessment Engineer's Reports For Previously Formed Landscape and Lighting Maintenance Districts (All Wards)**

#### **Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino California, adopt Resolution No. 2025-274 initiating the proceedings to levy and collect assessments for FY 2025/26 in Assessment Districts pursuant to the Constitution and the City Charter, appointing the Engineer of Record, and ordering preparation of Engineer's Report.

#### **Executive Summary**

The City must update the Engineer's Report annually for all previously formed Landscaping and Lighting Maintenance Districts, hold a public hearing for the assessment of the levy upon real property within each Assessment District for the upcoming fiscal year, and submit the information and any corrections to San Bernardino County no Later than August 10 of each year.

#### **Background**

The City Council previously formed Landscape & Lighting and Street & Drainage Maintenance Districts as a condition of approval for private development projects. The assessment engineer's report that establishes the amount of an annual assessment in each of the Districts must be updated annually and approved by the City Council, following a public hearing, in order to levy the annual assessments.

#### **Discussion**

Development projects are approved subject to Conditions of Approval that require the formation of maintenance districts to recover the costs of annual maintenance of public

improvements constructed as a result of the development project.

The assessment of an annual fee upon properties within the District provides the revenue to offset the cost of maintenance of the public improvements necessary to serve the development.

California Streets and Highways Code §22620 et. seq. with respect to Landscape and Lighting Districts and Government Code §53750 et. seq. with respect to Street and Drainage Maintenance Districts require that the assessment engineer's report for each of the Districts be updated and approved by the legislative body prior to the levy of any annual assessment on properties within an assessment district. The tentative schedule for the annual update of the assessment districts which is prepared based on information provided by the San Bernardino County Auditor- Controller-Recorders office is as follows:

April 16, 2025: Mayor and City Council direction of preparation of an assessment engineer's report describing any new improvements or any substantial changes in the existing improvements in the existing assessment districts.

May 21, 2025: Mayor and City Council (1) preliminarily approving the engineering reports for the existing assessment districts and directing the filing of such reports with the City Clerk, and (2) setting the date for the public hearing at 5:00 PM on Wednesday, July 2, 2025, in the City of San Bernardino Council Chamber, 555 W 6th Street, San Bernardino, CA 92410 pursuant to California Streets and Highways Code Sections 22552 and 22553 and Government Code Section 53753.5 to consider the levy of annual assessments upon real property.

June 18, 2025: Deadline for submission of preliminary notice of assessments to San Bernardino County.

July 2, 2025: Mayor and City Council public hearing and approval of the levy of assessments upon real property within each of the Districts for fiscal year 2025-26.

August 1, 2025: Deadline for submission of final notice of assessments to San Bernardino County.

August 10, 2025: Last day for submission of corrections to San Bernardino County. The City has formed sixty-nine (69) such assessment districts.

#### **2021-2025 Strategic Targets and Goals**

This project is consistent with Goal No. 1. Improved Operational & Financial Capacity and Goal No. 4 Economic Growth & Development. This project will contribute to ensure that the City is clean and attractive and provide infrastructure designed for long term economic growth.

**Fiscal Impact**

There is no fiscal impact to the City. The assessment on properties within the Assessment Districts provide revenue to offset the cost of maintenance of public improvements to serve the development projects. The engineering reports set forth the "Maximum Allowable Assessment" for each parcel.

**Conclusion**

It is recommended that the Mayor and City Council of the City of San Bernardino, California, adopt Resolution No. 2025-274 initiating the proceedings to levy and collect assessments for FY 2025/26 in Assessment Districts pursuant to the Constitution and the City Charter, appointing the Engineer of Record, and ordering preparation of Engineer's Report.

**Attachments**

Attachment 1	Resolution No. 2025-274; Initiating Proceedings to Levy and Collect Assessments for FY 2025/26, Appointing the Engineer of Record, and Ordering the Engineer's Report.
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**Ward:**

All Wards

**Synopsis of Previous Council Actions:**

Mayor and City Council previously formed sixty-nine Assessment Districts.